

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING  
CLEARVIEW, 198 COUNTY DR, IN THE CHAPEL  
JUNEAU, WI 53039**

**OCTOBER 5, 2016**

**MINUTES**

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:50 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff  
Lisa Derr  
Jeff Duchac  
Tom Schaefer

**ALSO PRESENT:** James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; John Corey, Dodge County Corporation Counsel; Chris Waldron and Pat Loughrin, Boldt – via teleconference; Jane E. Hooper, Clearview Administrator; Ann Schulz, Director of Nursing; Bill Wiley, Director of Finance; Jim Hill, Director of Environmental Services; Jackie Kuhl, Brain Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Jessica Streaan, Assisted Living Supervisor; and Jill Soldner, Administrative Secretary.

**ABSENT:** Dan Hilbert

3. **APPROVAL OF MINUTES OF SEPTEMBER 7, 2016 MEETING:** Motion made by Derr to approve the September 7, 2016 Minutes, as amended; seconded by Duchac. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Schaefer to deviate from the Agenda if required; seconded by Duchac. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.
8. **CENSUS REPORTS:**

CBIC:	22 of 30, with 3 referrals and 1 admission today
Clearview:	129 of 140, with 2 referrals

Clearview Behavioral Health 1/2:	20 of 20, with several referrals
ICF-IID (formerly FDD):	45 of 46
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	15 of 20, with 1 in respite in 2 weeks, 1 admission early next week, with 2 at Clearview for rehab and then return to CBRF

9. **ADMINISTRATOR'S REPORT:**

- **Update: Siding Replacement Project: 7:45 a.m. Conference Call – Chris Waldron and Pat Loughrin / Boldt:** Chris Waldron and Pat Loughrin from Boldt (via teleconference) and Jane Hooper and Jim Hill, gave an update regarding the siding replacement project. CertainTeed is the name of the company that originally supplied the fiber cement board siding. Products similar to CertainTeed fiber cement board siding are available. The James Hardie Company manufactures a similar product, by the name of Hardie Plank Lap Siding. Boldt investigated the James Hardie product with the distributors of the product, rather than with the manufacturer. Hooper and Waldron discussed and updated Administrator Mielke, and wanted to talk with the Committee before Boldt ordered the Hardie Plank Lap Siding. Boldt stated that in order to install the Hardie Plank Lap Siding in conformity with the manufacturer's specifications, it will be necessary to make changes to the back-up wall system of the Clearview building. Boldt's opinion is that the ideal product is a vinyl product, but vinyl cannot be used at Clearview because of the applicable code requirements (NFPA). It is likewise Boldt's opinion that three options are available: (1) fiber cement board siding; (2) metal paneling; or (3) brick. Corporation Counsel John Corey suggested that additional research needs to be done. Boldt has not ordered any materials. Further discussion will take place with Engberg Anderson and Boldt. No action was taken at the meeting. These matters will be discussed further at a special meeting in November.
- **Update: Accounts Receivable / Aging Accounts – John Corey:** An update was provided to the Committee by Corey and Hooper.
- **Review Financial Policy and Amend Financial Policy to Include Provisions Authorizing Administrator to Engage Outside Legal Counsel – John Corey:** Motion by Derr to amend the Clearview *Financial Policy* by adding the following provision to it, effective immediately: "The Clearview Administrator is authorized, in the exercise of the sole discretion of the Clearview Administrator, and on the terms and conditions approved by the Clearview Administrator, to engage outside legal counsel, who will be selected by the Clearview Administrator on a case-by-case basis." Seconded by Schafer. Motion carried.
- **Consider and Discuss Terms and Conditions of Engagement of Outside Legal Counsel – John Corey:** Motion by Duchac to approve the terms of engagement

as proposed by Rinehart Scaffidi & Rinehart, LLC; seconded by Derr. Motion carried.

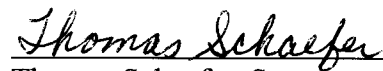
- **Consider and Discuss Status of 30-Day Notice of Discharge Process – John Corey:** A telephone conference with the Reinhart law firm will be held on October 10, to discuss the 30-day notice of discharge process.
- **Update: Mega Rule Released on September 29, 2016:** Hooper reported that the nursing home final rule (700+ pages) revising skilled nursing facility federal regulations for the first time since 1991. OBRA '87 was released October 4, 2016. The “Mega Rule” promises to have a profound effect on the field and includes provisions for compliance and ethics programs, quality assurance, and performance improvement (“QAPI”) processes, as well as many other important changes to nursing home operations.
- **Marsh Country Health Alliance: Consider, Discuss, and Take Action on Memorandum of Understanding Regarding Medicaid Renewals / Determination of County of Responsibility Policy:** Each of the member counties of Marsh Country Health Alliance are being asked to sign a Memorandum of Understanding, wherein the respective counties will be responsible and be billed for their counties’ residents if the Medicaid Application renewal lapses. The Memorandum of Understanding is in the process of being finalized by Attorney Andy Phillips, with all signatures in place by the November 21, 2016 meeting.
- **Update: LeadingAge ~ Workforce Summit:** Several Clearview staff members attended the Workforce Summit (Part 2) at the LeadingAge Fall Conference in Green Bay on September 28, 2016. The workshop discussed ways to reduce unnecessary employee turnover and how to create a place where people want to work, easing burdensome staffing concerns.
- **Update: Quality Assurance and Corporate Compliance ~ Ann Schulz, Lori Kurutz, and Erin Blank:** This topic has been tabled / no action taken. Will be discussed at the November 9, 2016 meeting.
- **Update: Wisconsin Counties Association Presentation:** Hooper, as well as two other county nursing home administrators, gave a presentation at the Wisconsin Counties Association’s Annual Meeting on September 27, 2016, in Milwaukee, “Innovations in Long-Term Care: Why County Ownership Matters in Wisconsin.”
- **Approval of Friends of Clearview Expenditures:** Motion by Schaefer to approve the requested expenditures in the amount of \$800.00; seconded by Duchac. Motion carried.

**FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:**

- **Medicaid Auditor Visit:** Wiley notified the Committee that the State Medicaid auditor visited Clearview on September 8 for the annual audit. She reviewed various areas of the cost reports and requested backup documentation on several areas. The requested items were provided. She mentioned that the new Medicaid rates could be expected in December. Overall, the visit went very well.
  - **2017 Budget Update:** Wiley presented to the Committee the 2017 proposed Clearview budget. He reviewed the major changes in the 2017 budget which includes; increased Medicaid supplemental payments, decreased MCHA assessment, moving the Medicaid supplemental payment revenues to the appropriate business units, budgeting for Medicaid retroactive rate changes, splitting private pay and commercial insurance revenue lines, budgeting for overtime, computer replacements, and premiums on the bonds. He also showed the committee the adjustments to the budgeted census for 2017 along with the rate changes. He finally presented to the committee the capital budget list.
  - **2016 Budget Update:** Wiley briefly reviewed with the Committee the status of the 2016 budget. He stated that as of the Committee meeting, he had the financial report completed as of August 31, 2016. Overall the revenues were slightly less than the target. The expenses were slightly more than the target amount.
  - **Capital Improvement Plan:** Wiley briefly discussed the Capital Improvement Plan with the Committee. He identified the four items that are on the plan and which ones had been budgeted for in 2017.
  - **Write Offs:** Wiley stated that Jane Hooper, Clearview Administrator, had just approved the write-off of \$89,000 of uncollectible accounts. Wiley also showed the Committee in which areas of Clearview that the write-offs have been occurring and from which payer sources. He stated that he will be able to better budget and focusing on the more difficult areas now that he has almost two years of write-off data.
10. **NEXT MEETING DATE:** *Wednesday, November 9, 2016, at 7:45 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by the Chair to adjourn. Meeting adjourned at 10:12 a.m.

Dated this 9<sup>th</sup> day of November, 2016.

Respectfully submitted,

  
Thomas Schaefer, Secretary